

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Franklin Elementary School	Lisa Shelton, Superintendent	lshelton@franklin.k12.ca.us (530)822-5151	[Insert Date of Adoption here]

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Franklin Elementary School District closed school on March 17, 2020 due to the COVID-19 emergency. In the approximately three months since school has been closed, distance learning has evolved and gone through many different phases. Communication with staff occurred weekly via Zoom meetings. Teachers worked diligently to connect with students through zoom meetings, videos, phone calls, handwritten letters and staff videos that were shared on Youtube. Parents were encouraged to reach out to teachers and administration regarding any questions and/or concerns they had during this time.

One challenge that occurred for Franklin School was ensuring that all students had access to technology. Chromebooks and/or laptops were issued to any student that needed a device. One family indicated that they did not have Wi-Fi so after a home visit it was decided that the students would come to campus to access the school's high-speed internet.

When school was closed on March 17, students were initially given packets or online resources to access for math and ELA. As time went on Zoom classes were added for students. The Jr. High teachers took attendance so that they could track who was taking advantage of the learning opportunities. The Jr. High team worked collaboratively throughout this process to provide meaningful lessons that will help students be prepared for 8th grade and high school. Primary teachers also collaborated with each other and chose material to send home that would reinforce the most essential learning standards.

As a staff, Franklin School had many discussions over how grading/credit would be given. ALL teachers considered effort in their grading/credit process. The elementary teachers are providing comments on the report card that attest to how students fared with distance learning. Sixth . Eighth grade students are giving letter grades, following CDE's guidance on grading protocol during the time of COVID-19. All students were given time at the end of the trimester to finish up and complete any missing assignments or projects.

Special education students were highlighted as students needing frequent check-in and additional supports. The Speech teacher met with her speech students on a regular basis via Zoom meetings. The Special Education teacher and her aide met with groups of students via zoom as well as individual meetings on Zoom. The School Psychologist and Mental Health Clinician reached out to students and were available to all students needing mental health intervention.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Franklin Elementary School currently has no identified foster youth students.

The ELD teacher provided Vocabulary Toolkit workbooks to all English Learners. The ELD teacher held weekly Zoom meetings with her grade level English learners to complete workbook language activities. The meetings also provided time for students to connect with one another and work on language skills. One family that could not access internet was invited to come to school twice a week so the ELD teacher could work with the two students in person.

Classroom teachers provided links or answer keys to all families so that parents could better help their students with assigned work. Many students communicated with teachers through Google classroom and/or email.

Yuba City Unified School District provided meals to Franklin School Students. Locations for pick-up were posted every Monday on the Monday newsletter, which continued to run throughout the closure of schools.

IEP meetings continued during this period of time. Meetings were held both in person and via Zoom. Translators were provided. These meetings were very beneficial for our English Learner families, as it gave the IEP team an opportunity to check on the student both academically and emotionally. During a recent IEP meeting it came to the team's attention that the student was having difficulty logging on to the various learning sites. The student and parent were asked to go home, get the device and return to school at which time the teacher walked the student and parents through the log on process. This same student was tutored weekly by the P.E. teacher. The P.E. teacher had already been working with this student during WIN (Whatever I need) time, so this support continued throughout the school closure.

The school Psychologist was available for social/emotional referrals as was the Mental Health Clinician. The Psychologist and Mental Health Clinician conducted Zoom meetings with students and parents as well as making phone calls to the parents to follow up students with whom teachers had concerns.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Franklin Elementary School was thoughtful in providing distance learning to students that was real, enduring, assessed and provided leverage. These four terms are directly from the PLC process and answer the question, *How do you know if a standard is essential?* Franklin School is working towards becoming a PLC school, so as assignments and materials were given to students, the PLC process was very much in the forefront of planning. Teachers worked in teams to identify what students could do from home to maintain prior learning and increase new learning. Teachers were available by email to answer student questions. Teachers also made themselves available during Zoom meetings and in some cases, personal text messages.

When school was initially shut down the IT staff member distributed chromebooks in the parking lot of Franklin School. Families drove through the parking lot and were handed their device from the IT staff member who wore gloves and a mask. As students requested a chromebook or laptop, the IT person got the device ready and left it in the office for pick up. Only one power cord had to be replaced during the closure. At this time, we have not had to replace any technology that was sent home.

Materials for students were distributed in a variety of ways. In the primary grades, packets of materials were put together for students. Students picked up the materials in front of classrooms or the office. Materials were returned in the same fashion. Textbooks were also part of the materials that students picked up. In the upper grades, some materials were put in front of the office for pick up. The older students accessed most of their materials online. In order for the health curriculum to be taught to 7th graders, a workbook was purchased for each student and the

Jr. High teacher taught students the health course content using the workbook. The workbooks were placed in the outside mailbox and/or office for pick up.

Sutter County Superintendent of Schools offered training courses for teachers. Teachers used their colleagues' knowledge to help them learn how to best access Google Classroom. Zoom meetings became part of the culture during this time, and teachers had a steep learning curve in using Zoom to interact with students. Parents were encouraged to ask teachers for help navigating the technology during school closures.

Franklin School sent out four videos to families. The videos were provided to keep students and families connected to the Franklin School Staff, and the positive response was overwhelming. A survey will be created to send out to parents in June 2020, to ask for their feedback during this time of distance learning. The feedback will be used to prepare for school reopening in the fall.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Yuba City Unified School District provided meals to Franklin School students during the time of school closure. Students could pick up breakfast and lunch items at seven different Yuba City Unified School Sites: Andros Karperos, April Lane, Bridge Street, Riverbend, River Valley High School, Yuba City High School and Bernard Children's Center. Both meals were distributed together in front of the school sites in a mobile walk-up or drive-thru meal service. Children had to be present to receive meals.

Information regarding meals was posted on the school webpage and sent home on the Monday newsletter.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Franklin School is a single school district with many of our families living in the same households or on the same property with other family members. Families did not express a need for supervision during school hours. Should we determine a need, we will reevaluate how we can best support students.